INFORMATION REPORT

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Operating Procedures of the Central

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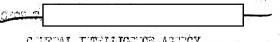
- 1. There is much improvisation in the handling of the affairs of the Central Commercial Bureau of UTIA. Tith the exception of Soviet key personnel, USIA employees perform all kinds of tasks not ordinarily related to their official positions. For example, an employee whose job is buying spends as much, and even more time, selling, and is also called upon occasionally to render technical assistance to Soviet commercial rersonnel.
- An important feature of the USIA or anizational setup are the weekly Saturday repring restings, held at the Central Administration, Vienna 1, Tratter hol. Division chiefs who head such sections as the Construction Division, liabilization edit in the sections as the Construction Division, liabilization edit in the sections as the Construction Division, liabilization of the various clants under their control. Graphic presentations and charts are prepared in advance for these neetings. Financial problems are also brought up, especially in the case of plants which find themselves unable to maet payroll requirements out of their own resources. Division chiefs are able to transfer money from one plant under their control to another one on a permanent or loan basis. Usually two or three hours are devoted to these meetings, after which all division chiefs report to the Chief of USIA, at which session a complete briefing on the state of business is imported to the general manager of all USIA enterprises.

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The chain of command with regard to USA sales and purchases is as follows: all orders for consercial transactions have to be cleared and are discussed with the general manager (at present Dederkin). On all orders pertaining to the purchase or sale of materials, the signature of a second Soviet official is required. The position of the second Soviet official signing the order does not seem to be of importance, but Sekun and now Afdeyev as deputies to Dederkin usually act as co-signers. The same holds true for the signing of sales contracts, with the exception that in this case the certifying second Soviet official does not actually affix the signature to the sales contracts, but mitnesses the signature of the first Soviet official. After the signing of the above-mentioned order, the national desk passes and processes the order, and a copy of it goes to the "Konfunktur Abtoilung" for statistical recording.

4. In case of purchase orders originating with satellite trade minsions in Vienna, orders are usually transmitted from them to the Central Commercial Bureau of

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WSIA by 1 ttor, or through a visit of one of their officials. In many cases, representatives of the Numerian, Casch, Polich and Numerian trade delegations do not call on the Chief of the UCIA Central Compress. During, but on the Coviet official beating the national desk involved in trading with the visitor's country. On the other hand, if the Central Correroial Bureau of Wolf ments to offer correlation to the various patellite missions, it is usual for the Chief of the Control Compareial Dureau to draft letters, containing the offers, with rrices, delivery dates, etc. which are then sent to the missions interested.

5. In the case of purchase orders originating with the Soviet Trade organizations, the chain of commend runs as follows:

> Soviet trust or trude organization (by cable or letter) attended and the relative and relative and the same of the same of

Soviet Trade Delecation, Vienna, Mohllebana (by letter or rersonal visit)

Contral Commercial Office

If. for instance, a Covist trust wishes to ourchuse some gquirmont in Austria, the procedure would be as follows: The Joydet purchasing or unication in the U.CR, which is interested in the represent, souls a surchase request, or a request for a quotation, to the <u>local Covist Trade Delegation</u>, Vionna IV, <u>Hobliebengasse</u> by letter or cable. The Trade Delegation in Vienna then writes a letter directly to the Central Cornercial Bureau with a request for a quotation and an approximate delivery date. The letter is received by the chief of the Central Corrected Bureau who calls first on USIA firms which conceivably might be able to furnish this material, and at the same time tells one of his subordinales to scout for quotations for such equipment on the local market.

- The Coviet Trade Delevation is in no resition to issue orders to USIA or demand any preferential treatment from the Central Cornercial Durosu for lower prices, micker delivery, etc.
- 7. Further control is exerted through officers, located in the Hotel Imporial, to from all USIA organizations have to apply thenever they must to ship goods in and/or out of lower Austria and Vienna. Those officers issue transport permits for goods to be shipped in and/or out of Lower Austria on behalf of UCIA. At present there is a complete ban of shirming the following USIA-owned goods out of Lover Austria:

Corpor, tin, head, sinc, brase, bronze, sheet metal, tubing of all liameters, rubber, cosium rerenry.

8. All Soviet correspondence, letters, and orders between Will films and USIA with Moscow are regarded as classified and are always carefully guarded and locked up. All onfee and strong boxes are moded with a red raper seal at might, and their keys are in the resession of only one reresh who is assigned direct responsibility for their contents.

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